

**RULE ESTABLISHING THE CRITERIA BY WHICH
APPLICATIONS FOR EMPLOYMENT WILL BE GRADED.
GRADING WILL BE ACCOMPLISHED BY ASSIGNING A
NUMERICAL SCORE TO AN APPLICANTS EXPERIENCE AND
EDUCATION. ADDITIONAL POINTS WILL BE AWARDED FOR _____
VETERANS PREFERENCE, IF ELIGIBLE. A RANKING SYSTEM
WILL BE ESTABLISHED FOR EMPLOYMENT REGISTERS.**

SECTION I. Grading Applications.

A numerical score will be assigned to each application for employment which meets the minimum requirements for a job specification. Scores will be a cumulative total of points assigned to an applicant's experience and education. Additional points shall be added for Veterans Preference, if applicable. amended: 11/10/2004

- A. Job specifications will be outlined in Job Descriptions.
- B. No score will be assigned to applications which do not meet the minimum requirements for the job.
- C. Applications which meet the minimum requirements will be assigned a raw score of 70.

SECTION II. Points for Experience.

A. Determine the total number of months experience for each job listed on the application and subtract the minimum number of months required on the job description.

1. The result will be the number of months creditable experience above minimum. See table 1 for the award of points.

2. To be creditable, experience must be job related (since attaining age 16)

3. In calculating the number of hours worked per week, a maximum of 40 hours is credited. When less than 40 hours are worked per week, calculate as shown in Table 1.

B. A maximum of 10 years experience is creditable.

C. Experience in a Temporary or Substitute Appointment is awarded in accordance with Rule 80-1, Section XV subsection C. and F.

SECTION III. Points for Education.

A. Determine the total number of semester hours to be awarded. Refer to Table II to convert semester hours to points. Additional points are awarded for degrees above the minimum. To receive credit for a course, a grade of A, B, C, or D (or satisfactory) must have been earned.

1. Points for College Degrees will be assigned as outlined in Table II. The college must be accredited (or statutorily exempted).

2. When a degree has not been attained, college courses will be awarded based on the number of semester hours earned (based on the degrees outlined in Table II). Official transcripts shall be submitted with the application.

3. College Technical and Vocational hours will be awarded the same as semester hours.

B. High School course credits will only be awarded if the minimum for the job is less than a High School Education. Courses credited must be job related.

C. The following will be acceptable as proof of a High School Diploma (or GED):

1. The actual High School Diploma

2. Listing of High School completion on Military Discharge Papers (DD Form 214).

3. Real Estate License issued since 1/1/90.

4. Listing of High School Completion on College Transcripts.

D. Training Courses that are job related may be creditable if the certificate or diploma reflects the number of classroom hours. See Table II to convert class hours to semester hours.

Courses that reflect CEU (Continuing Education Units) hours will be converted (first) to class hours, and then to semester hours using Table II.

E. If experience can be substituted for a high school diploma (or GED), four (4) years of job related experience will be accepted.

F. If experience can be substituted for college credits, one (1) year of job related experience will equal 30 semester hours.

SECTION IV. Professional Certification.

Professional certification will qualify the applicant for the award of 5 points if this certification is listed on the job description as a *preference*. When more than one professional certification is listed on the job description, the applicant would be awarded 5 points for each qualifying certification.

Professional certifications included in the *minimum qualifications* of a job description, will not entitle the applicant to additional points.

SECTION V. Veteran Preference Points.

A. A Veterans Administration Letter Acknowledging a compensable disability and a DD Form 214 must be submitted with the application for employment to receive credit. A veteran's employment preference shall be deemed to have expired after an eligible person has applied for and been employed by any State or any agency of a political subdivision of the State.

B. Veteran's points will be awarded in the following instances:

1. A veteran with a compensable service connected disability who is eligible for or receiving compensation, disability retirement or pension under public laws administered by the U.S. Veterans Administration and the Department of Defense. (10 points)

2. The spouse of a veteran who cannot qualify for employment because of a total and permanent disability, or the spouse of a veteran missing in action, captured or forcibly detained by a foreign power. (10 points)

3. A veteran who served at least one day during a wartime period. (5 points).

4. The unremarried widow or widower of a veteran or wartime veteran who died of a service connected disability (5 points).

5. An employee returning from active duty will be given a 5-point preference on promotional registers for which they apply. This preference will expire at the time of promotion.

SECTION VI. Ranking on the Register.

A. Applicants will be ranked on registers by numerical score (highest to lowest) within a Rating Code (1 through 7).

B. Rating Codes.

- 7- Applicants on a register with multiple special qualifications
- 6 - Applicants on a register with special qualifications
- 5 - Current Employees on Promotional Registers
- 4 - Top of the Reemployment Register
- 3 - Reemployment Register
- 2 - 30% or more VA Disabled
- 1 - No preference

SECTION VII. Effective date.

This rule shall take effect on July 1, 2002.

TABLE I
EXPERIENCE POINTS

Months	Points
1	0.2
2	0.4
3	0.6
4	0.8
5	1.0
6	1.2
7	1.4
8	1.6
9	1.8
10	2.0
11	2.2
12	2.4

(amended 11/19/98)

To Calculate Hours Worked - under Forty Hours per Week

Number of months worked X 4.3 = total weeks worked
 Weeks worked X hours (worked per week) = total hours
 worked
 Total hours worked -- 40 hours = weeks
 Weeks -- 4.3 = months of experience

To Calculate Temporary and Substitute Appointment Experience

15 - 30 days = 1 month
 30 - 45 days = 2 months

When training and/or experience can be substituted for education, please refer to the right column of Table II (Education Points).

TABLE II
EDUCATION POINTS

Semester Hours	Points	(Equivalent Experience)
1	0.1	
2	0.2	1 month
3	0.3	
4	0.4	
5	0.5	2 months
6	0.6	
7	0.7	3 months
8	0.8	
9	0.9	
10	1.0	4 months
11	1.1	
12	1.2	5 months
13	1.3	
14	1.4	
15	1.5	6 months
16	1.6	
17	1.7	7 months
18	1.8	
19	1.9	
20	2.0	8 months
21	2.1	
22	2.2	9 months
23	2.3	
24	2.4	
25	2.5	10 months
26	2.6	
27	2.7	11 months
28	2.8	
29	2.9	
30	3.0	12 months

SEMESTER HOURS

60 Hours = 2 yrs or AA/AS Degree (6 points)

120 Hours = 4 yrs or BA/BS Degree (12 points)

150 Hours = 5 yrs or MA/MS Degree (15 points)

CLASS HOURS Divide total class hours by 15 to find semester hours.

QUARTER HOURS Divide total quarter hours by 5 and multiple x 3 = semester hours.

CONTINUING EDUCATION UNITS (CEU) Multiply hours of CEU credit x ten (10) to calculate classroom hours. Divide classroom hours by fifteen (15) to arrive at the number of semester hours.